

FIRE PROTECTION POLICY BOARD

**Regular Meeting
August 23, 2006
General Administration Building
Olympia, WA**

Board Members Present: Sharon Colby, Mark Kahley, Wayne Wienholz, T.J. Nedrow, Jennifer Gregerson, Dean Hosni, and Jim Broman

Board Members Absent: Bud Hover

WSP Staff Present: Mike Matlick and Ellen Tombleson

Guests Present: Brian VanCamp, Richard Kistler, Ryan Spiller, Antonio Ginatta and Kim Tanaka

OPENING:

T.J. opened the meeting with introductions at approximately 9:07.

APPROVAL OF AGENDA:

Motion: Jim Broman moved and Wayne Wienholz seconded to approve the agenda as written.

Motion passes. Unanimous.

APPROVAL OF MINUTES:

Motion: Jim Broman moved and Jennifer Gregerson seconded to approve the May 24, 2006 Regular Meeting minutes.

Motion passes. Unanimous

Jim Broman moved and Wayne Wienholz seconded to approve the July 26, 2006 Work Session minutes.

Motion passes. Unanimous.

REPORTS

State Fire Marshal's Office – Acting State Fire Marshal Mike Matlick provided an overview of the recent significant activities in the State Fire Marshals Office. Mike advised that Lyall Smith proposed partnering with the Tumwater Fire Department and the Rutledge Corn Maze, located in Tumwater, to promote the fire safety slogan, "Prevent Fires – Its Your Job! Rutledge Farms has agreed to post 12 posters displaying the slogan with specific fire safety messages. As the corn maze is operational through October 31, 2006, the posters will have high visibility to a large number of people.

The Fire Training Academy Project Request Report has been submitted to the Office of Financial Management's Capitol Construction Office. Copies of the Request Report are available to the Policy Board upon request. Mike advised that future efforts will be directed towards increasing key legislators and the fire services' awareness and understanding of the project. T.J. suggested that a one page handout of Frequently Asked Questions be developed for electronic distribution which easily identifies what is being requested and what the benefits would be. In response to Mike's advisement that he intends to develop a PowerPoint presentation, similar to the presentation prepared for the FTA Business Plan, Jim Broman suggested that the presentation be posted on the Bureau's Webpage, possibly with a voice piece narrative that underscores the main points.

In discussion regarding the need to continue efforts to have the insurance industry and cities and counties endorse the plan, T.J. encouraged dialogue with Bud and Jennifer. Ryan Spiller encouraged contact with Senator Mary Margaret Haugen to gain her advocacy for the plan.

Mike provided an update on the following fires in Washington:

- ◆ Dayton – This fire has grown from 2,000 acres to 15,000 acres. A nursing home and hospital have been evacuated due to smoke, and 2 outbuildings have been lost.
- ◆ Flick Creek (Lake Chelan) – This fire is currently burning at the 6,000 foot elevation level. The trigger for mobilization will be when the fire goes down to the 3,000 foot elevation level.
- ◆ Tri-Pod Fire (Conconully) – This size of this fire is currently 128,000 acres, but has not yet been mobilized.

In Mike's report of information on the Basic Firefighter Training Program, he reviewed a letter being sent to all Fire Chiefs whose departments are not currently participating in the program.

State Interoperability Executive Committee

Jim Broman advised that the SIEC, through the WSP as the lead agency, is preparing a budget proposal to be forwarded to the legislature. At their recent meeting, the Committee established budget priorities primarily for improving interoperability with existing state, federal and local government agencies and improving mutual aid radio coverage.

Jim also advised that SIEC received a \$50,000 Grant from the National Governors Association to participate in a *Public Safety Wireless Communications Interoperability Policy Academy*. This is a "best practices" process intended to assist our state with the development of our Interoperability Plan. The Academy occurs over a 12-month time frame and includes 2 Academy meetings, site visits and technical assistance. There will be 7-8 members of the SIEC participating in this Academy.

E-911 Committee –

T.J. advised that he has made contact with the state coordinator at the Emergency Management Division to notify him that he will attend the E-911 Committee meetings as the Fire Protection Policy Board liaison. T.J. will be attending the Committee's September 21st

meeting. T.J. will provide applicable information to the Policy Board at the October work session.

Presentation

T.J. presented a plaque to Sharon, on Behalf on the Policy Board, in recognition of her contributions and service as Board Chair since February 2001.

Strategic Plan

T.J. advised that the last Fire Protection Policy Board Strategic Plan was for the period of 1998-2003, and it is time for the Board to begin the process of reviewing and updating their Strategic Plan. T.J., Dean, Jennifer and Wayne will work as a subcommittee to begin the initial work. After their initial work, the development of the Strategic Plan will involve the full Board.

Fire Prevention Charter

T.J. reviewed the proposed Fire Prevention Charter and Statewide Review and Analysis Plan. Jim Broman stated that he feels the plan should be aimed at high risk situations, on a high level, strategic basis. In discussion it was agreed that the scope needs to be carefully reviewed at the first meeting to determine what can be accomplished. Mike explained that as Anjela will be out of the office attending a 10-week Command School, he and a representative from the Workgroup will act as Co-Chairs.

Motion: Jim Broman moved and Sharon Colby seconded to approve the Charter as written, with the understanding that the Charter is a work in progress.

Motion passes. Unanimous.

Operational Guidelines

T.J. advised that he has reviewed previous Operational Guidelines for the Board, which were drafted but never implemented. He requested that Ellen forward copies to the Board members for their review and for further discussion in the future. Sharon advised that the operational guidelines contained in the Governor's Board and Committee Handbook should also be taken into account with the review process. Kim Tanaka advised that she will get a copy of the Handbook for each Board member.

Fire Marshal Roundtable

T.J. advised that the Fire Marshal Roundtable will be held September 12-15, 2006 in Kennewick. The opening session of the Roundtable includes time for an update from the fire service associations. Wayne Wienholz will represent the Fire Protection Policy Board at the Opening Session and will work with T.J. on the information to be presented.

State Fire Marshal Selection Process –

T.J. reviewed the interview process and advised that the background and polygraph process is currently underway for the 3 candidates forwarded to Chief Batiste for his consideration. T.J. and Dean will be meeting with Chief Batiste to discuss the candidates and provide further insight.

Board Vacancy-

Kim Tanaka advised that it is anticipated that the Governor will make an appointment to fill the vacant position representing Career Firefighters by the next regular meeting in October.

State Fire Defense Committee –

Jim Broman advised that he applauds the efforts the State Fire Defense Committee has undertaken in developing their Business Plan

T.J. asked if there were comments to Goal 3 of the Business Plan

Motion: Jim Broman moved and Mark Kahley seconded to endorse efforts listed under Goal 3 in the State Fire Defense Committee Business Plan.

Motion passes. Unanimous.

Following discussion on the possibility of realigning regions to match Homeland Security Regions, T.J. advised that he will discuss this with Chief Bill Walkup, Chair of the State Fire Defense Committee.

As a follow up to a letter send by the Fire Protection Policy Board to the Emergency Management Division (EMD), T.J. advised that a letter had been received from EMD inviting participation in a August 12th and 13th workshop. Fire Defense Committee member Bruce Holloway attended as did FPB Staff Dan Eikum.

Training and Education Training Committee –

Chief Brian Van Camp advised that he and Mike Matlick had a meeting with staff from the WSP'S Information Technology Division, and that efforts are continuing regarding the development of a web based clearing house for training in the state.

Chief Van Camp also advised that at their September meeting, the Committee will work on strategies and goals for training facilities and will be reviewing survey results.

During discussion on attendance, it was agreed that attendance records be reviewed. Brian and Chuck will bring attendance information forward at the next Board meeting. It was also suggested that a letter be sent to the organization whose representative has not had regular attendance, to advise them of the situation.

Budget Briefing –

Acting State Fire Marshal Mike Matlick provided handouts and a basic overview of the Division budgets and activities by fund source. Mike advised that he will continue to provide this type of budget overview, as long as the Board finds them useful.

Discussion was held on the possibility of utilizing surplus funds from the 086 account to fund a portion of the capitol construction projects at the Fire Training Academy. It was suggested that a briefing paper be developed that would identify the project possibilities to be funded out of the 086 account. It was stressed that it would be critical to communicate with the fire service organizations to ensure their understanding of the proposal.

Marketing and Communication –

Discussion was held on the need to develop marketing strategies for the Board. A few suggestions were made including the development of a wallet card to be handed out at conferences, along with a legislative fact sheet. Jennifer Gregerson suggested that an email newsletter be distributed immediately following the meeting, highlighting the significant actions or discussion that took place at the meeting. Jim Broman stated that although of these ideas are good to consider, whatever is developed needs to clearly articulate the direction of the Board and be tied to their Strategic Plan. To this end, he advocates waiting until the Policy Board has updated their Strategic Plan, and to see what information on fire prevention priorities comes from the Fire Prevention Workgroup. T.J. offered that he and Jennifer would look at several information sharing options to consider and recommend until a more complete effort can be launched as a result of a revised Strategic Plan.

Review

The calendar of events was reviewed. Dean asked that any suggestions for improvements or additions of other activities for the calendar be emailed to him.

The Pending List was also reviewed. T.J. asked that any new items for posting be emailed to Ellen.

Good of the Order

T.J. distributed a copy of public safety facts and figures from the US Census Bureau that shows Washington State is ranked as 7th in the nation for fire protection spending per capita, and 27th for police spending per capita.

Jim Broman provided information on a legislative effort to create regional Haz-Mat teams for statewide response, similar to the Oregon model. Jim will provide an update on this at the October 25 Work Session.

Meeting adjourned at approximately 1:07 p.m.

Next Meeting:

October 25, 2006 – Work Session
General Administration Building
Olympia, WA

Approved:

T.J. Nedrow, FPPB Chair (Date)